

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SPECIALIZED FOSTER CARE (SFC) PROGRAM
SERVICE AREA IV

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION-COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

SECRETARY III

The Service Area 4 Specialized Foster Care (SFC) Program is seeking an enthusiastic, highly motivated, reliable, productive, and experienced person to fill the position of Secretary III. In partnership with the Department of Children and Family Services (DCFS), the SFC Program is responsible to assess the DCFS-involved children for mental health issues and provide linkage to appropriate mental health programs and other support services. The SFC Program is located at the Metro North Office, 1933 South Broadway, 6th Floor, Los Angeles.

EXAMPLE OF DUTIES:

- Provides daily management and secretarial support directly to the Mental Health Clinical Program Head and administrative team.
- Coordinates Program Head's calendar by posting appointments.
- Gathers data for general information purposes or special reports and contact other departments for additional materials/information as necessary.
- Schedules appointments and arrange conferences and meetings, including reserving conference rooms and preparing handouts and other materials.
- Coordinates staff meetings and prepare minutes.
- Prepares correspondence, notices, and bulletins.
- Reviews documents submitted to Program Head and ensures all relevant information is included.
- Screens phone calls and refers to the appropriate individuals within the program.
- Creates binders, forms, graphs, spreadsheets, and reports.
- Maintains and organizes the office files.
- Other duties as assigned by the Program Head.

DESIRABLE QUALIFICATIONS

- Strong verbal skills to communicate effectively with others in the public and private sectors.
- Strong written communication skills to edit and draft documents.
- Strong administrative and organizational skills
- Adaptable and flexible to meet the high demands of the program.
- Able to multi-task, prioritize multiple assignments and meet deadlines.
- Highly-Skilled with Microsoft Office software programs: Word, Excel, Power Point, Outlook, and Access

Interested individuals holding the title of Secretary III are encouraged to submit a resume, last two performance evaluations and Master Timecard via fax or e-mail by **5:00 p.m. on Friday, June 1, 2012** to:

Greta Oducayen, LCSW
MHC Program Head
[**goducayen@dmh.lacounty.gov**](mailto:goducayen@dmh.lacounty.gov)
Fax: (213) 742-7011

AN EQUAL OPPORTUNITY EMPLOYER